

How to.....

How to create an Online User Account with eTRAKIT



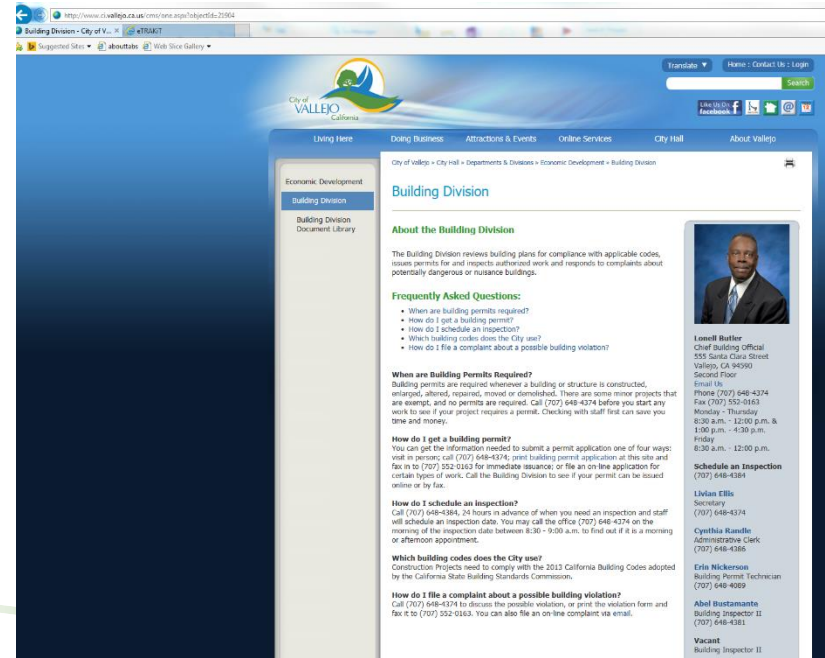
Getting Started

➤ There are 2 ways to get to the online account registration link:

❖ From the web address bar type the following: web.ci.Vallejo.ca.us/eTRAKiT3

OR

❖ Go to the Building Division web page: <http://www.ci.vallejo.ca.us/cms/one.aspx?objectId=21904>

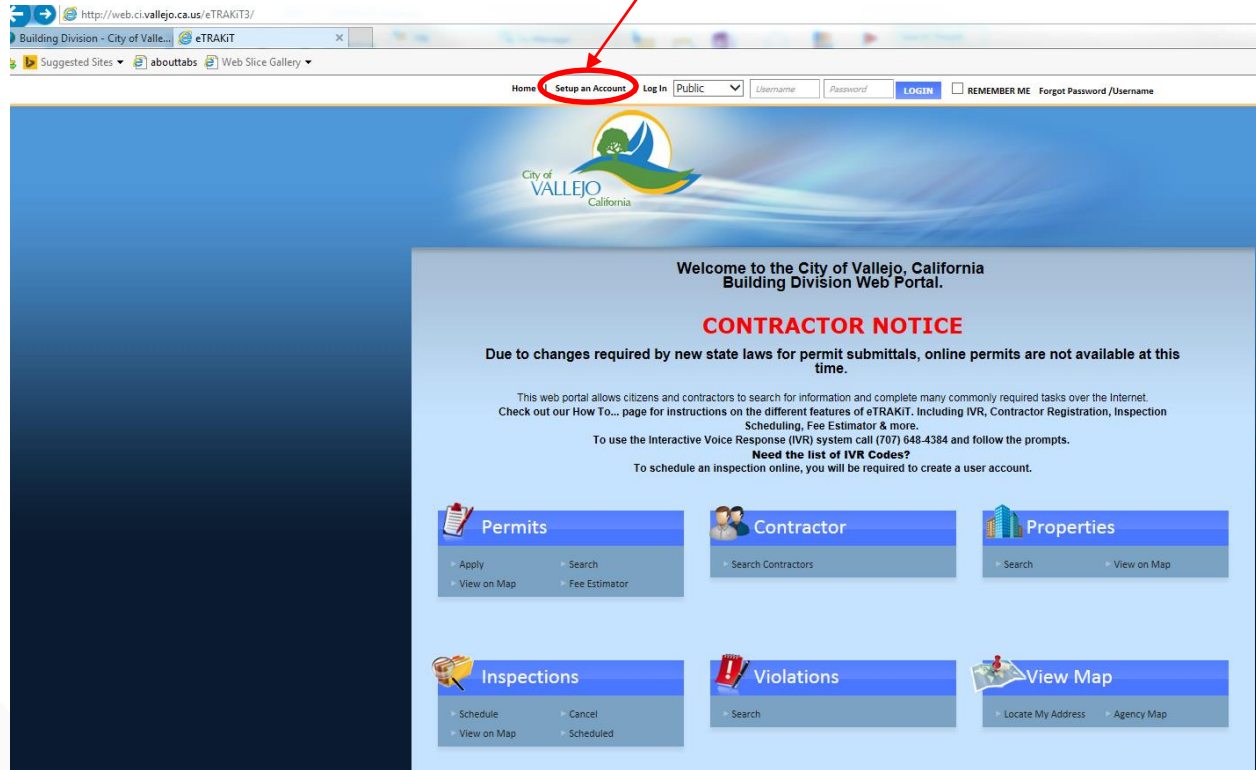
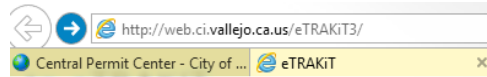


Etrakit Website

- The eTRAKIT website allows you to view multiple items:
 - ❖ **Today's Inspections:** Inspections scheduled for the current date.
 - ❖ **Permits:** Information about permits in the different stages of the permit process.
 - ❖ **Properties:** Information about parcels, including permit history.
 - ❖ **Contractors:** Information on Contractors
 - ❖ **Building Code Violations:** Information on current Building Code cases.

Online Account Registration

- Go to eTRAKIT
- Select “Setup an Account” on the top of the tool bar.

A screenshot of the City of Vallejo eTRAKIT web portal. The top navigation bar includes links for 'Home', 'Setup an Account', and 'Log In'. The 'Setup an Account' link is circled in red, and a red arrow points to it from the text above. Below the navigation bar is the City of Vallejo logo. The main content area features a 'CONTRACTOR NOTICE' and several service buttons: 'Permits', 'Contractor', 'Properties', 'Inspections', 'Violations', and 'View Map'. Each button has a list of sub-links or actions.

Create New Public User Account

For public user click on the Public drop-down arrow.

Home | Setup an Account | Log In Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password /Username

Create New Public User Account

** Required fields*

Profile

- Company Name:
- First Name:
- Last Name:
- Address:
- City:
- State:
- Zip: -
- Email:
- Phone: () - -
- Ext:
- License #:

Username and Password

- Log-In Name:
(letters/numbers only)
- Password:
(6 to 15 letters/numbers only)
- Confirm Password:

Create New Contractor User Account

For California Licensed Contractor user click on the contractor drop-down arrow.

Note:

Contractors must have a current City of Vallejo Business License AND a valid State of California Contractor's License.

The screenshot shows a web application interface for creating a new public user account. The top navigation bar includes links for Home, Setup an Account, Log In Contractor (highlighted with a red circle and arrow), and 001 HOME SERVICES. The main content area is titled 'Create New Public User Account' and features a sidebar with navigation options: Permits, Contractor, Properties, Inspections, Violations, and Map. The main form is divided into two sections: 'Profile' and 'Username and Password'. The 'Profile' section contains fields for Company Name, First Name, Last Name, Address, City, State (dropdown), Zip, Email, Phone (with area code and extension), and License #. The 'Username and Password' section contains fields for Log-In Name (letters/numbers only), Password (6 to 15 letters/numbers only), and Confirm Password. A 'CREATE ACCOUNT' button is located at the bottom of the form.